



General Services Offices Intern Position

General Services Office
United States Embassy, Ottawa, ON
Vacancy Number: FNSIP-06

Open To: Only non U.S. Citizen students are eligible to apply
Position: GSO Clerk Intern
Opening Date: September 2008
Application Closing Date: August 25, 2008
Work Hours: Part time, 15 to 20 hours per week. Full time negotiable.
Salary: Not applicable – unpaid
Duration: Minimum 6 weeks

Duties of Position: Completion of an environmental feasibility report that analyzes current practices and makes recommendation for the further “greening” of the Chancery. Study should determine cost effectiveness of measures currently in place as well as recommendation for new measures. Scope of work should include low cost measures and long term plans.

Qualifications Required

Education: Enrolled not less than half-time in a trade school, technical or vocational institute; college; university or comparable recognized educational institution studying environmental sustainability, sciences or related field.

Experience: Demonstrated potential to accomplish the type of work to be performed

Language: Level IV English (fluent); speaking/writing/reading

Knowledge: Understanding of environmental issues as they relate to an office building.

Skills/Abilities: Basic knowledge of MS Word and MS Excel are required.

Additional Selection Criteria

- must be at least 18 years of age and be able to pass a US non sensitive security check
- must provide medical proof of passing a recent medical exam, have own medical insurance

To apply

Submit the following documentation:

- completed application form
- statement of interest outlining objectives/motivations in seeking an internship and how your academic courses and other experiences relate to the advertised position
- must be in good academic standing

Prior to the announcement's closing date to
Janet Hart, Human Resources Specialist,
PO Box 866, Station B, Ottawa, ON K1P 5T1



- if non-Canadian, a copy of a valid study permit or other valid document issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship

***Please email hartjm@state.gov to request an application package**

NOTE:

American citizens or individuals with claim to American citizenship are not eligible for this position. American students interested in student internships should apply to the programs found at <http://careers.state.gov/student>

The U.S. Mission Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.